

**REPORT OF THE AUDIT OF THE
HARRISON COUNTY
CLERK**

**For The Year Ended
December 31, 2001**



EDWARD B. HATCHETT, JR.
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EXECUTIVE SUMMARY

AUDIT EXAMINATION OF THE HARRISON COUNTY CLERK

**For The Year Ended
December 31, 2001**

The Auditor of Public Accounts has completed the Harrison County Clerk's audit for the year ended December 31, 2001. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

Excess fees increased by \$24,138 from the prior calendar year, resulting in excess fees of \$42,163 as of December 31, 2001. Revenues increased by \$104,633 from the prior year and disbursements increased by \$77,700.

Deposits:

The Clerk's deposits were insured and collateralized by bank securities or bonds.

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To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Dean Peak, Harrison County Judge/Executive
Honorable Ralph E. Coppage, Harrison County Clerk
Members of the Harrison County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Clerk of Harrison County, Kentucky, for the year ended December 31, 2001. This financial statement is the responsibility of the County Clerk. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Clerk's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Clerk for the year ended December 31, 2001, in conformity with the modified cash basis of accounting.

To the People of Kentucky
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Dana Mayton, Secretary, Revenue Cabinet
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Honorable Ralph E. Coppage, Harrison County Clerk
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In accordance with Government Auditing Standards, we have also issued our report dated December 19, 2002, on our consideration of the County Clerk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,

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Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
December 19, 2002

HARRISON COUNTY
RALPH E. COPPAGE, COUNTY CLERK
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Year Ended December 31, 2001

Receipts

State Fees For Services	\$	8,001	
Fiscal Court			7,745
Licenses and Taxes:			
Motor Vehicle-			
Licenses and Transfers	\$	395,617	
Usage Tax		1,099,601	
Tangible Personal Property Tax		1,122,008	
Licenses-			
Fish and Game		5,958	
Marriage		5,865	
Occupational		1,271	
Deed Transfer Tax		40,276	
Delinquent Tax		88,976	2,759,572
Fees Collected for Services:			
Recordings-			
Deeds, Easements, and Contracts	\$	12,137	
Real Estate Mortgages		33,188	
Chattel Mortgages and Financing Statements		53,759	
Powers of Attorney		815	
All Other Recordings		29,540	
Charges for Other Services-			
Copywork		4,757	134,196
Other:			
Miscellaneous			11,107
Interest Earned		2,391	
Total Receipts			\$ 2,923,012

The accompanying notes are an integral part of this financial statement.

HARRISON COUNTY
 RALPH E. COPPAGE, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2001
 (Continued)

Disbursements

Payments to State:

Motor Vehicle-

Licenses and Transfers	\$ 301,573
Usage Tax	1,064,867
Tangible Personal Property Tax	419,256

Licenses, Taxes, and Fees-

Fish and Game	5,258
Delinquent Tax	15,175
Legal Process Tax	16,473
Candidate Filing Fees	<u>390</u>
	\$ 1,822,992

Payments to Fiscal Court:

Tangible Personal Property Tax	\$ 108,888
Delinquent Tax	9,853
Deed Transfer Tax	38,261
Occupational Licenses	<u>1,164</u>
	158,166

Payments to Other Districts:

Tangible Personal Property Tax	\$ 547,496
Delinquent Tax	<u>41,996</u>
	589,492

Payments to Sheriff 1,304

Payments to County Attorney 13,476

Operating Disbursements:

Personnel Services-

Deputies' Salaries 147,048

Employee Benefits-

Employer's Paid Health Insurance	\$ 36,082
Other Payroll Disbursements	<u>569</u>
	36,651

Materials and Supplies-

Office Supplies 5,364

The accompanying notes are an integral part of this financial statement.

HARRISON COUNTY
 RALPH E. COPPAGE, COUNTY CLERK
 STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES
 For The Year Ended December 31, 2001
 (Continued)

Disbursements (Continued)

Other Charges-		
Conventions and Travel	\$ 4,999	
Dues	500	
Postage	5,266	
Publication	127	
Tax Bills	2,132	
Refunds	4,839	
Online Service	988	
Miscellaneous	<u>6,049</u>	\$ 24,900
Debt Service:		
Copier and Indexing Leases		<u>14,361</u>
Total Disbursements		<u>\$ 2,813,754</u>
Net Receipts		\$ 109,258
Less: Statutory Maximum	\$ 61,306	
Training Incentive	<u>2,189</u>	<u>63,495</u>
Excess Fees		\$ 45,763
Less: Expense Allowance		<u>3,600</u>
Excess Fees Due County for 2001		\$ 42,163
Payments to County Treasurer - February 7, 2002		<u>42,163</u>
Balance Due at Completion of Audit		<u><u>\$ 0</u></u>

The accompanying notes are an integral part of this financial statement.

HARRISON COUNTY
NOTES TO FINANCIAL STATEMENT

December 31, 2001

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2001.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Clerk's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 7.17 percent for the first six months and 6.41 percent for the last six months of the calendar year.

HARRISON COUNTY
 NOTES TO FINANCIAL STATEMENT
 December 31, 2001
 (Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is present in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The County Clerk maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 64.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the County Clerk and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2001, the County Clerk's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the County Clerk's agent in the County Clerk's name, or provided surety bond which named the County Clerk as beneficiary/obligee on the bond.

Note 4. Leases

The Clerk's office is committed to the following lease agreements as of December 31, 2001:

				Principal
				Balance
Item	Monthly	Term Of	Ending	December 31,
Purchased	Payment	Agreement	Date	2001
Software and				
Equipment	\$ 735	12 months	3/1/2002	\$ 1,470
Copier	\$ 252	60 months	6/1/2006	\$ 13,336
Postage Meter	\$ 79	60 months	9/30/2005	\$ 3,555
Copier	\$ 96	42 moths	7/14/2003	\$ 2,120

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



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Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the Harrison County Clerk for the year ended December 31, 2001, and have issued our report thereon dated December 19, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Harrison County Clerk's financial statement for the year ended December 31, 2001, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Harrison County Clerk's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.



Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.
Auditor of Public Accounts

Audit fieldwork completed -
December 19, 2002

